



# Cataloging & Authority Overview

South Carolina State Library  
Collection Management Services  
October 10, 2005



# Agenda

- ◆ MARC Records
  - Elements of a MARC Record
  - Essential MARC Tags
  - Record Indexing
- ◆ Call Number Records
- ◆ Copy Cataloging
  - Vendor Records
  - Z39.50
  - Batch Loading
- ◆ Authority Records
  - Elements of an Authority Record
  - 4XX & 5XX Cross References
  - Importing Authority Files
- ◆ Cataloging Digital Collections
- ◆ What People are Talking About.



# What is MARC?

◆ From <http://www.loc.gov/marc>:

“MARC is the acronym for Machine-Readable Cataloging. Library of Congress led the initiative thirty years ago to define a format for data. This data allows computers to exchange, use and interpret bibliographic information for the purposes of indexing and display. The data elements for MARC make up the foundation for most library catalogs today. You will also hear MARC referred to as USMARC or MARC21.”





# MARC Elements

- ◆ Fixed Fields
- ◆ Control Numbers
- ◆ Call Number Values
- ◆ Author & Title Data
- ◆ Edition Statements
- ◆ Publication Information
- ◆ Series Statements
- ◆ Descriptions & Notes
- ◆ Subject Headings
- ◆ Added Entries





# Sample Record

Description	MARC	Data
LCCN	010	2005921149
ISBN	020	0439784549 (hardcover)
LC Call #	050	PZ7 .R79836  b Halc 2005
Dewey #	082	[FIC]  2 22
Author	100	Rowling, J.K.
Title	245	Harry Potter and the Half-Blood Prince/  cby J.K Rowling
Edition	250	1 <sup>st</sup> American Edition
Publication	260	New York, NY:  bArthur A. Levine Books,  c2005.
Description	300	652 p.:  billustrations;  c24 cm.
Note	500	Sequel to: Harry Potter and the Order of the Phoenix
Topical Subject	650	Wizards vFiction
Geographic Subject	651	England vFiction
Added Author	700	GrandPre, Mary,  eillustrator



# Record Indexing

- ◆ Factors that affect indexing of records:
  - Automation System Policies
  - MARC Indicators, Subfields & Data

MARC	INDICATORS	DATA
245	14	The management guide to internet resources/  cByron J. Finch



# Call Number Records

- ◆ Classification Schemes
  - Dewey Decimal (082, 092)
  - SuDocs (086)
  - State Documents (086, 099)





# Dewey Decimal Numbers

## ◆ Classes

500 = Natural Sciences

## ◆ Divisions

590 = Zoological  
Sciences

## ◆ Subdivisions

598 = Reptiles & Birds

## ◆ Cutter Numbers

000 Generalities

100 Philosophy & psychology

200 Religion

300 Social sciences

400 Language

500 Natural sciences & mathematics

600 Technology (Applied sciences)

700 The arts

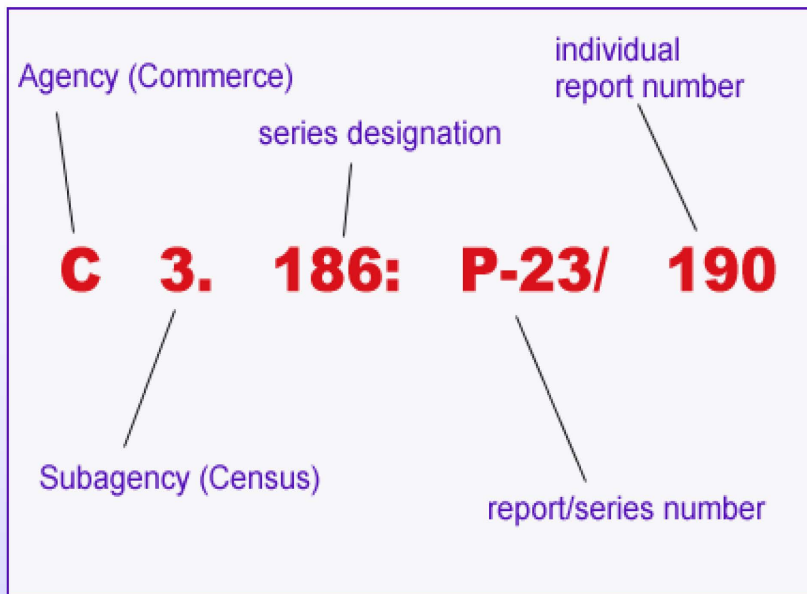
800 Literature & rhetoric

900 Geography & history





# SuDoc Classification



## SuDocs Classification Numbers

<b>A</b>	Agriculture Department
<b>C3.</b>	Census Bureau (Commerce Department)
<b>D</b>	Defense Department
<b>E</b>	Energy Department
<b>ED</b>	Education Department
<b>GA</b>	General Accounting Office
<b>GS</b>	General Services Administration
<b>HE</b>	Health and Human Services Department
<b>I</b>	Interior Department
<b>I 19.</b>	U.S. Geological Survey (Interior Department)
<b>J</b>	Justice Department
<b>Ju</b>	Judiciary
<b>L</b>	Labor Department
<b>LC</b>	Library of Congress
<b>NAS</b>	National Aeronautics and Space Administration
<b>S</b>	State Department
<b>SI</b>	Smithsonian Institution
<b>T 22.</b>	Internal Revenue Service (Treasury Department)
<b>X, Y</b>	Congress
<b>Y4.</b>	Congressional Committees




# State Documents Classification

- ◆ Adopted in 1970.
- ◆ Agency + Type of Publication + Cutter Number (Title or Subject)
- ◆ Cutter Table taken from a Simplified Version for Florida Documents
- ◆ Years are often used in the Cutter if working with Annual publications.
- ◆ <http://www.lib.clemson.edu/govdocs/SCDocs/Sccall.htm>



# Examples

- 
- ◆ Title = Annual Report
  - ◆ Author/Agency = SC Energy Office
  - ◆ Call Number = B8595GEne 1.2004
- 
- ◆ Title = Disaster Recovery Best Efforts
  - ◆ Author/Agency = SC Division of the State Chief Information Officer
  - ◆ Call Number = B8595Ch 2.D47



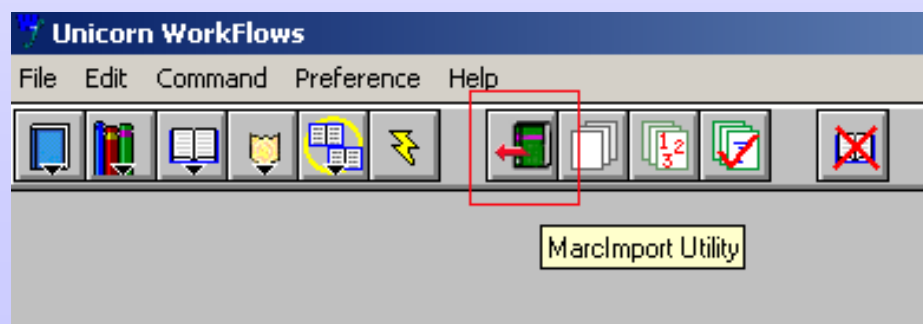
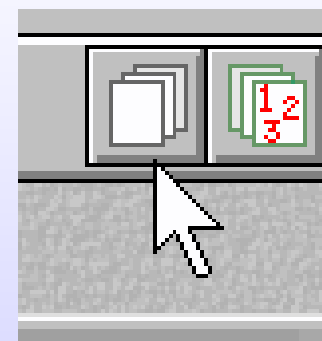
# Copy Cataloging

- ◆ Definition: Adapting a copy of the original cataloging produced by another library. For example, downloading and editing records from a bibliographic utility like OCLC, adapting them for use within a local OPAC.
- ✓ Vendor Supplied Records
- ✓ Z39.50 Connections
- ✓ Batch Loading



# Vendor Supplied Records

- ◆ Receive disk from vendor with on-order or full bibliographic records.
- ◆ Import the records into your automation system via an import utility.
- ◆ Load Bibliographic records into the catalog using a report.





# Z39.50 Standard

- ◆ Definition: A national standard defining a protocol for Computer-to-computer information retrieval. Z39.50 makes it possible for a user in one system to search and retrieve information from other computer systems (that have also implemented Z39.50) without knowing the search syntax that is used by those other systems.
- ◆ To Connection:

IP or Domain Name	Port
Database Name	Authentication
Features Supported	Protocol
Licensing Restrictions	Search Name Mapping





# Z39.50 Connections

- ◆ LOC
- ◆ OCLC
- ◆ Library Catalogs

## Advanced Search - Z39.50

Select library(ies) to

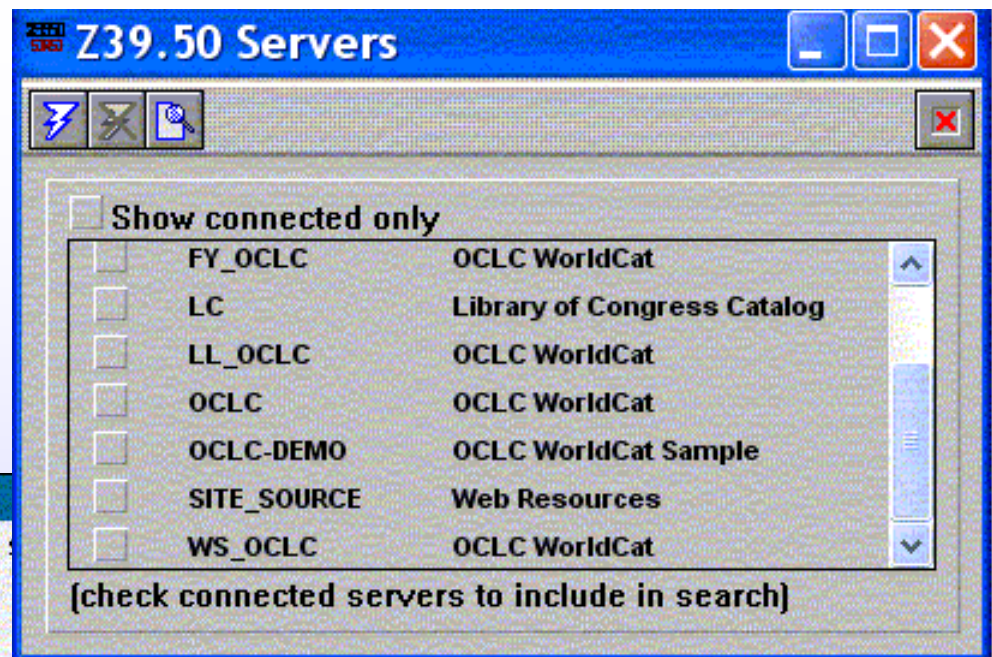
- ☐ South Carolina State Library
- ☐ The Citadel
- ☐ Francis Marion University
- ☐ College of Charleston
- ☐ University of South Carolina

Author

Title

Subject

Keyword







# Authority Control

- ◆ From <http://www.loc.gov/marc/authority/>:

“The *MARC21 Format for Authority Data* is designed to be a carrier for information concerning the authorized forms of names and subjects and subdivisions to be used as references to the authorized forms, and the interrelationships among these forms.”





# Authority Agenda

- ◆ Significance of Authority Records
- ◆ Elements of an Authority Record
- ◆ Downloading Authorities

author "harvey carolina" found no matches in any library.

You may change your search, or select a new search from the closest matches below.

Change your search words

HARVEY CAROL D H

1

HARVEY CAROLINE

7

see related headings for:

HARVEY CAROLINE

HARVEY CAROLYN

## Catalog Lookup by Cross Reference

Search topics related to the author **HARVEY CAROLINE**

**TROLLOPE JOANNA**



# Elements of an Authority Record

## ◆ Fixed Fields

- Authtype
- Subj\_Use
- Ser\_Use
- Name\_Use

Fixed Fields					
Rec_Type:	z	Enc_Lvt:	n	Status:	c
Entd:	021010	Dir/Ind:	i	Romari:	
AuthType:	a	Rules:	n	Sys/Thes:	a
Ser_Type:	n	Ser_Num:	n	Name_Use:	b
Subj_Use:	a	Ser_Use:	b	Subdiv:	n
Govt_Agri:		Ref_Eval:	b	Upd_Proc:	a
UniqName:	n	Levl_Est:	a	Mod_Rec:	
Source:					

- ◆ Authorized Term (100, 110, 150)
- ◆ See From References (4XX, 5XX)
- ◆ Source Data Found
- ◆ Notes



# Sample Authority Record

<b>Description</b>	<b>MARC</b>	<b>Data</b>
<b>Authorized Term (Subject)</b>	<b>150</b>	<b>Cancer</b>
<b>Complex See Also Reference</b>	<b>360</b>	<b> isubdivision aCancer iunder individual organs and regions of the body, e.g. aFoot--Cancer</b>
<b>See From</b>	<b>450</b>	<b>Cancers</b>
<b>See From</b>	<b>450</b>	<b>Carcinoma</b>
<b>See From</b>	<b>450</b>	<b>Malignancy (Cancer)</b>
<b>See From</b>	<b>450</b>	<b>Malignant tumors</b>
<b>See From</b>	<b>550</b>	<b>Tumors wg</b>
<b>Source Data Found</b>	<b>670</b>	<b>LC database, Aug. 25, 1994 b(cancers)</b>



# Downloading Authorities

- ◆ Same methods for importing bibliographic records:
  - Vendor Supplied Records
    - Additionally: Authority Processing by Vendors
  - Z39.50 Connections
  - Batch Loading from Source (e.g. OCLC)



# Cataloging Digital Materials

## ◆ Types of Materials:

- Electronic documents
- Online journals
- Digital images & collections
- Web sites
- Digital audio & video clips

## ◆ Access Methods:

- 856 Electronic Access (MARC)
- DUBLINCORE Metadata Schema
- Additional schemas: MODS, TEI, EAD, VRA, etc...





# 856 MARC Tag

- ◆ Example:



856: |uhttp://www.statelibrary.sc.gov/|zSouth  
Carolina State Library Web Site

- ◆ Indicators effect the labeling of the 856:  
[Library of Congress 856 Guidelines](#)





## Eva to her papa : as sung by little Cordelia Howard in her original character of "The gentle Uncle Tom's Cabin.

**Composer:** [Howard, G. C. \(George Cunibell\) 1820-1887](#)

**Lyrics:** When your daughters taen away (first line of text)

**Contributors:** Stowe, Harriet Beecher 1811-1896

**Publisher:** [Horace Waters](#)

**Publication Date:** **1853**

**Description:** Eva to her papa : as sung by little Cordelia Howard in her original character of "The gentle Eva" in Uncle Tom's Cabin / words and music written ... by Geo. C. Howard.  
Song for voice and piano.  
First line of text: When you daughters taen away.

**Format:** 1 score (5 p.) : port. ; 36 cm.

**Subjects:** Songs with piano  
Abolitionists--United States--Songs and music  
Popular music--United States  
African Americans--Songs and music

**Copyright:** [Permissions/Copyright Statement for Sheet Music](#)

**Digital ID:** dpl-hac-00066.dc

**OCLC Record ID:** 13379395

Click to view images:





# Basic DUBLINCORE Elements

◆ <http://dublincore.org/documents/dces/>

- |               |               |
|---------------|---------------|
| ◆ Title       | ◆ Type/Format |
| ◆ Creator     | ◆ Identifier  |
| ◆ Subject     | ◆ Source      |
| ◆ Description | ◆ Language    |
| ◆ Publisher   | ◆ Relation    |
| ◆ Contributor | ◆ Coverage    |
| ◆ Date        | ◆ Rights      |



# Greenstone Digital Library Software

- ◆ Open Source Software
- ◆ <http://www.greenstone.org/>
- ◆ Examples:
  - [Auburn University Libraries Digital Library](#)
  - [Detroit Public Library: E. Azalia Hackley Collection](#)
  - [iArchives \(Californian\)](#)
  - [Writing University Digital Archive \(Iowa\)](#)



# Additional Archiving/CM Software Packages

- ◆ OCLC ContentDM ([Wisconsin Historical Society](#))
- ◆ Sirsi Hyperion ([Schaumburg Township](#))
- ◆ Sirsi Rooms ([Charleston County Public](#))
- ◆ Auto-Graphics Digital Archiving Package
- ◆ Innovative Interfaces (Metasource)



# What Librarians are Talking About

## Newer Topics:

- ◆ [Library of Congress' FRBR Display Tool](#)
- ◆ [International Authority Records](#)
- ◆ [13 Digit ISBNs](#)
  - [What can SIRSI users do?](#)
- ◆ Blogs, Listservs, etc.. Should they be cataloged?

## Ongoing Discussions:

- ◆ Digital Collections
- ◆ In-House versus Outsourcing Services



# Keeping up

- ◆ There are so many emerging standards and topics for discussion. How do I keep up?
  - Trade Journals
  - Online Searches
  - Library of Congress & OCLC Web Sites
  - Listservs
  - Release Notes for Automation System
  - Talking with Librarians at various types of institutions
  - The State Library



Questions? Comments?





Thank you for coming!